

City of Meriden, Connecticut

Department of Human Resources

Josephine Agnello-Veley
Director of Human Resources



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October 5, 2023

VACANCY ANNOUNCEMENT PROMOTION/TRANSFER

VACANCY: City Assessor – Assessor's Office
Full time – 40-hour work week

SALARY: 37J - \$51.80 to \$64.11 per hr. (hired before 7/1/2003)
\$51.80 to \$61.68 per hr. (hired after 7/1/2003)

NATURE OF WORK: Please Read Attached Job Description.

QUALIFICATIONS: Extensive experience as a property appraiser, including Considerable experience in real property evaluations; and graduation from a standard high school supplemented by college level course work in public administration and public finance. Certified Connecticut Municipal Assessor (CCMA II) designation or Certified Assessment Evaluator (CAE) designation. Extensive proficiency with Excel. Database programs, and CAMA software preferred. A Bachelor's degree in finance or public administration is required. High school diploma supplemented with training in real estate appraisal and assessment administration, plus four years of progressively responsible assessment appraisal experience, or an equivalent combination of education and qualifying experience substituting on a year for year basis.

HOW TO APPLY: Apply on line at <https://tinyurl.com/meridencareers> or you can e-mail your application/transfer form to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street.

LAST DATE TO APPLY: Wednesday, October 12, 2023

Assessor

Nature of Work

This is administrative and specialized work in the valuation and assessment of real and personal property including motor vehicles.

The Assessor is responsible for the direction of an integrated assessment program. In addition to giving direction to the day to day operations of the staff engaged in maintaining property ownerships, valuation and exemption records and assisting in appraisal work and review of final results, this employee is continually concerned with review of techniques employed, consistency of results obtained and handling of taxpayers' complaints and disseminating accurate information. Work is performed in accordance with the Connecticut General Statutes and this employee is directly responsible to the Finance Director.

Examples of Work

Plans, organizes, directs and reviews the work of subordinates engaged in field inspections, recordings, filing, computations and factual verification of assessment data as well as dissemination of same to interested parties.

Views properties to analyze structural and locational value affecting factors to be used to determine property values for assessment purposes, re-evaluates renovated or deteriorated structures and land affected by sub-division, zoning or other changes.

Valuates merchant and manufacturer's capital assets and taxable inventories for assessment purposes.

Supervises and participates as needed in the preparation of the Grand List, abstract of assessments, application of exemptions of veterans, blind, disabled, elderly, farmers'; exemptions of farm and forest land and properties of all tax exempt and eleemosynary institutions, pro-rating new construction, operates the tax credit program for elderly and disabled homeowners and administers the additional veteran's and additional blind exemptions: provides data to the Finance Director relative to income from taxable and State pilot programs for budgeting purposes.

Prepares testimony and testifies in court.

Meets with taxpayers on valuation complaints, provides general information to the public advising them of filing requirements and deadlines.

Prepares budgets, memoranda and conducts correspondence.

Assessor

Examples of Work (cont.)

Draws up specifications for and supervises general revaluations every ten years.

Performs related work as required.

Desirable Knowledges, Abilities and Skills

Extensive knowledge of the principles, methods and techniques of real and personal property valuation.

Thorough knowledge of applicable state laws, rules and regulations governing real and personal property assessment and of statutory exemptions.

Thorough knowledge of City property values and of the economic factors influencing such values.

Considerable knowledge of the organization, functions, regulations and requirements of the various municipal departments.

Ability to analyze factors which tend to influence the value of property and exercise sound judgment in the determination of property values.

Ability to arrive at valuations thoroughly and impartially and to effectively present evidence on which such valuations are based.

Ability to contact, establish, and maintain effective working relationships with municipal officials, employees and the general public.

Ability to plan, assign and supervise the work of clerical and assessing assistants.

Ability to prepare concise reports on the work of the unit and to express ideas effectively in oral or written form.

Desirable Experience and Training

Extensive experience as a property appraiser, including considerable experience in real property evaluations; and graduation from a standard high school supplemented by college level course work in public administration and public finance.

Certified Connecticut Municipal Assessor (CCMA II) designation or Certified Assessment Evaluator (CAE) designation.

Extensive proficiency with Excel. Database programs, and CAMA software preferred.

A Bachelor's degree in finance or public administration is required.